



County of San Luis Obispo General Services Agency

**COUNTY PARKS**

Janette D. Pell, Director

Curtis Black, Deputy Director

# **San Luis Obispo County Off Highway Motor Vehicle License Fund Grant Proposals Procedure, Evaluation Criteria and Application**

## **General Application Procedure**

To be considered for this grant the application must be:

1. Submitted to or post marked by February 28, 2013
2. Complete and include all requested information
3. Submitted by public agencies or non-profit corporations. Non-profit entities must provide proof of their non-profit status.
4. Request funding for one-time projects. Requested projects must be a standalone project. The requested project may be part of a larger phased project but funding a standalone project does not commit funding for future phases.
5. Provide a complete application packet and five copies all clearly marked "Off Highway Vehicle License Fund Grant Application Packet" and submitted to:

County Of San Luis Obispo General Service Agency-Parks  
Attn: Off Highway Vehicle License Fund Grant Administrator  
1087 Santa Rosa Street  
San Luis Obispo, Ca. 93402

Once applications are received they will be reviewed for compliance with and ranked based on the attached evaluation criteria. Applications will then be forwarded to the County of San Luis Obispo, Parks and Recreation Commission for funding recommendations to the County Board of Supervisors. The tentative date for this meeting in March 28, 2013 at 6:00 pm.

Projects that are recommended by the Parks and Recreation Commission will be included into the County's annual budget where they will be approved by the County Board of Supervisors in June 2013. Execution of the Grant Disbursement Agreement(s) will be completed by applicant and the County General Service Agency-Parks, approved by the County Board of Supervisors. Funding will be disbursed in accordance with the Grant Disbursement Agreement.

## **Allowable Uses and Evaluation Criteria of Grant Projects:**

All applications will undergo a basic screening to determine whether the proposed project is consistent with the allowable uses identified in the Public Resource Code Section 5090.50. The allowable uses are categorized into four groups they are: Operation and Maintenance, Restoration, Law Enforcement and Education and Safety.

### **Operation and Maintenance Category Allowable Uses**

Allowable uses of this category include acquisition, maintenance, operation, planning, development or conservation of trails and facilities associated with the use of off-highway motor vehicles for recreation or motorized access to non-motorized recreation. Eligible projects include:

- a) Projects that sustain existing off-highway motor vehicle recreation opportunities
- b) Projects that improve facilities that provides motorized access to non-motorized recreation activities.
- c) Projects that expand off highway motor vehicle recreation opportunities or facilities.
- d) Projects that would affect lands identified as inventoried road less areas by the Forest Service of the United States Department of Agriculture are eligible for cooperative agreement if the application is for a project that does any of the following:
  - i) Projects that realign a forest system road or trail to prevent irreparable resource damage that arises from the design, location, use or deterioration of a classified route and that cannot be mitigated by route maintenance.
  - ii) Projects to reconstruct a national forest system road or trail to implement a route safety improvement project on a classified route determined to be hazardous on the basis of accident experience or accident potential on that route.
  - iii) Project that maintain a road or trail that is included in the National Forest Road and Trail System on or before January 1, 2009.

### **Grant Application Evaluation Criteria for the Operations and Maintenance Category:**

- a. The extent of which the project sustains existing or increases off-highway motor vehicle recreation opportunities and facilities or provides motorized access to non-motorized recreation opportunities.
- b. Extent that project incorporates matching funds, materials and/or volunteer efforts to accomplish the project.
- c. Past performance of applicants in completing and administering grant funded projects.
- d. Benefit of project to the number of people.

### **Restoration**

Allowable uses are those projects that provide ecological restoration or repair to habitat damaged by either legal or illegal off highway motor vehicle use, eligible projects include:

- a) Removal of a road, trail or restoration of an area associated with the rerouting and subsequent closure of a designated road or trail
- b) Removal of road and trails and the restoration of damaged habitats in any area that will help to prevent off-highway motor vehicle access to closed areas.
- c) Scientific and cultural studies regarding the impact of off-highway motor vehicle recreation not otherwise required by state or federal law.
- d) Planning to identify appropriate restoration techniques, strategies and project implementation, including planning associated with environmental review.
- e) Restoration projects that generally improve and restore the function of natural resource system damage by motorized activities.

### **Grant Application Evaluation Criteria for the Restoration Category:**

- a) Give additional consideration to applications for projects that will restore areas that have the potential for the most significant damage
- b) Guarantee that no grant will be used for development or maintenance of trails for motorized use.
- c) Extent that project incorporates matching funds, materials and/or volunteer efforts to accomplish the project.

- d) Benefit of project to the number of people.
- e) Past performance of applicants in completing and administering grant funded projects.

### **Law Enforcement**

Allowable uses are projects sponsored by local enforcement entities that fund personnel and related equipment directly related to off highway vehicle use. The amount of the grant or cooperative agreement shall be proportionate to the off-highway motor vehicle enforcement needs under each jurisdiction. Projects in this category will:

- a) Specify formal and informal cooperation with other appropriate law enforcement entities including any applicable federal entities.
- b) Describe how law enforcement agency will enforce violations of off-highway motor vehicles laws and regulations.
- c) Identify areas with high priority law enforcement needs because of public safety, cultural resources and sensitive environmental habitats, including wilderness areas and areas of critical environmental concern.
- d) Explain whether the applicant is recovering a portion of law enforcement cost directly associated with privately sponsored events where sponsors have obtained a local permit.
- e) Establish a public education program that includes information regarding safety programs offered in the area and how to report off-highway vehicle operation violations.
- f) Specify how personal is trained and educated regarding safety, resource and cultural protection.

### **Grant Application Evaluation Criteria for the Law Enforcement Category:**

- a) The extent to which the project enhances the enforcement of law and regulations related to the operation and use of off-highway vehicles.
- b) Extent that project incorporates matching funds, materials and/or volunteer efforts to accomplish the project.
- c) Benefit of project to the number of people.

- d) Past performance of applicants in completing and administering grant funded projects.

Grantee that receives funds allocated pursuant to this program shall be subject to financial and performance audit at least once every five years. The audits may be conducted in a random order. As part of the audit, the County General Service Agency-Parks shall consider whether the law enforcement entity has spent the grant money in accordance with its application.

### **Education and Safety**

Allowable uses are project and cooperative agreements that either provide comprehensive education that teaches off-highway motor vehicle safety, environmental responsibility and respect for private property or provide safety programs associated with off-highway motor vehicle recreation.

#### **Grant Application Evaluation Criteria for the Education and Safety category:**

- a) The extent and reach of the project that promotes education of rules/regulations related to the responsible and safe operation of off-highway vehicles.
- b) Extent that project incorporates matching funds, materials and/or volunteer efforts to accomplish the project.
- c) Benefit of project to the number of people.
- d) Past performance of applicants in completing and administering grant funded projects.

## **San Luis Obispo County Off-Highway Vehicle License Fund Proposal Application**

Answer every question on this application form in the order that it is presented. Type or print the associated question with each answer in your submittal. Attach any additional information that you feel is relevant to the project. Provide a complete application packet and five copies all clearly marked "Off Highway Vehicle License Fund Grant Application Packet".

1. Submittal date
2. Name, address, phone and email address of applicant (if applicant is a nonprofit, include verification of nonprofit status)
3. Title of project
4. Amount of funding requested
5. Objective of project
6. Complete project description
7. Project development schedule
8. Justification for project, including explanation of public benefit, (expected frequency of use, number of users, type of users, etc.) discussion of alternatives for accomplishing project objectives
9. Long-range plans and maintenance of the project (if applicable)
10. Description of land status, ownership, legal description, vicinity and site maps (if applicable)
11. Land Owner Authorization to complete project (if applicable)
12. The history of condition and status of resource and expected benefits
13. Copies of design plans, as well as any information you feel is necessary for the complete review of this project
14. Detailed descriptions and estimated costs of expenditures related to the project. No more than 10 percent of the requested funding may be applied to administrative cost associated with the project

15. Amount of match funds, materials and/or volunteer efforts that are designated toward this project (if applicable)

16. Experience of applicant completing similar projects to the grant being applied for

17. Response to how your project meets the Allowable Use Criteria and the Grant Application Evaluation Criteria for the category you are applying for (Operation and Maintenance, Restoration, Law Enforcement or Education and Safety) as outlined on pages 2-5 of this document

If you have any questions or need assistance, please contact Elizabeth Kavanaugh at the County of San Luis Obispo County General Service Agency-Parks at [ekavanaugh@co.slo.ca.us](mailto:ekavanaugh@co.slo.ca.us) or by phone at 805/781-4089.